QUERY SECTION

Query section is used for only a couple of reasons.

- **Add an item to a request line**. You need information that is not currently in your results section.   The Tables in the query section contains all the items available in FFIS.
    - Example would be that document date is not what you need but accepted date helps you more. You would then bring that item from the table into the request line.

- **Changing a limit**. A limit may not be what you need (so you delete it), or you may need to add a limit because you want to narrow the amount of data entering into your report.
    - For example I need to find everything that has the Transaction Code B2 which is an accounting adjustment. I would add a B2 limit into the limit line from the tables.

Important Note: The name of an item on a table may or may not be the same in FFIS or the Feeder systems when you find them on the tables in the Query Section. Sometimes you have to pull different items off the tables and put them in the request area. Once you process the report you may find the information you are looking for.